Position Announcement

FIELD PROGRAMS MANAGER
FULL-TIME POSITION

The Colorado Fourteeners Initiative (CFI) is a nonprofit organization working to protect and preserve the natural integrity of Colorado’s 14,000-foot peaks through active stewardship and public education.

CFI seeks to hire a Field Programs Manager (FPM), based out of Golden, CO, to oversee CFI’s field-based trail and restoration projects. This position requires a high level of responsibility in budgeting, planning, implementing, and reporting on CFI’s field projects. This position requires excellent managerial, planning, and leadership skills; independence and accountability in decision-making; organizational skills in logistics and time management; developing and adhering to project budgets; developing and maintaining relationships with project partners; and proven ability to instruct, lead, and motivate people in backcountry/wilderness settings.

PROGRAM BACKGROUND
Each year, CFI has the following programs/projects, with field operations occurring from May/June through Sept/Oct, and the remainder of the year spent in program planning, administration, reporting, budgeting, and partner relationship development:

- **Implementation projects:** Large-scale, stationary projects on 2-3 peaks each year. Seasonal CFI staff lead youth/conservation corps crews and volunteer groups on major trail construction projects, while living out of a backcountry basecamp.
- **Adopt-a-Peak:** Short-term (1-5 days) volunteer projects conducted with partner groups. Two seasonal CFI staff lead 30-40 of these group projects per year.
- **Roving Backcountry Crew:** 4-person CFI crew that works on short-term projects (1-2 weeks each) on several Fourteeners each year.
- **Sustainable Trails:** One CFI seasonal staff member collecting GPS data on trail conditions, and processing that data via GIS and asset management software.

The FPM will directly supervise CFI’s Field Projects Coordinator (full-time staff member) and 2-3 of the crews/programs listed above. The Field Projects Coordinator with directly supervise the other crews.

All projects are located in remote areas, most within 1-6 hours (typically 1-3) drive from CFI’s office in Golden, CO. The position is expected to be 40% field-based and 60% office-based (Golden, CO) from
June-September, and office-based for the rest of the year. For more information on CFI, visit www.14ers.org

ROLES AND RESPONSIBILITIES

• Coordinate closely with CFI’s Executive Director and US Forest Service (USFS) to develop project implementation plans and ensure compliance with project timelines, budgets, and CFI policies/procedures. Report on progress of field projects as appropriate to CFI Executive Director, CFI Programs Committee, and Board of Directors.

• Develop project budgets, and ensure that project implementation plans adhere to them.

• Determine human resources necessary to implement trail construction, restoration, and maintenance projects.

• Determine equipment and materials necessary to complete trail projects.

• Supervise CFI’s Field Projects Coordinator, a full-time, year-round staff member responsible for direct management of 2-3 field projects per year. (The FPM will be involved in the hiring of CFI’s Field Projects Coordinator.)

• In consultation with the Executive Director, hire and supervise 6-8 seasonal staff members, including crew leaders and crewmembers. Coordinate with the Field Projects Coordinator on the seasonal staff hiring process.

• Oversee project scheduling and logistics. Revise project schedule/logistics/plans as necessary to respond to changing conditions (e.g. heavy snowpack, alterations in partner groups’ availability, etc) to ensure successful completion of project goals as promised to funders.

• Develop and maintain relationships with key project partners, including the US Forest Service, youth/conservation corps, Adopt-a-Peak partner groups, and others.

• Plan and implement CFI’s annual seasonal staff training, including topics on trail construction, safety and risk management, outdoor leadership, and CFI policies/procedures.

• Oversee human resource needs, including hiring procedures, performance reviews, timesheets, and equipment check-out/check-in.

• Coordinate with CFI’s Executive Director, Controller, and other staff as necessary on topics relating to budgeting, expense allocation, human resources, etc.

• Fieldwork:
  o Check work quality and progress during regular crew visits. Conduct on-mountain technical skills trainings as needed.
  o Lead volunteer groups on trail projects, ensuring both an engaging experience for volunteers and implementation of high-quality projects.
  o Trail design to prepare crews for trail construction, maintenance, and restoration projects.

• Equipment management: Track/inventory, maintain/repair, and purchase tools and base camp equipment necessary for support of work crews and volunteer groups. Train seasonal staff in setup, operations, and maintenance of all equipment. Manage CFI’s fleet of 7-8 vehicles, including annual maintenance, tracking of vehicle condition, coordination/scheduling of vehicles, and periodic vehicle replacement.

• Assist with grant-writing efforts to fund out-year projects, and compile post-season project reports, meeting strict application and reporting deadlines.

• Assist with monitoring the effectiveness and sustainability of past CFI restoration and trail construction projects.

• Other tasks as necessary to contribute to the overall administration and operations of CFI’s programs.
DESIRED QUALIFICATIONS

• Minimum 3 years of experience managing field-based conservation programs, including logistical management, budgeting, and employee supervision
• Minimum 5 years of backcountry/natural-surface trailwork experience, preferably including leadership of trail crews and including rockwork (walls, steps, staircases, switchbacks), trail design, and restoration/re-vegetation
• Bachelor’s degree in natural resource management, ecology, or related field OR an additional 4 years experience in a directly-related position
• Excellent managerial, planning, and logistical skills
• Excellent leadership, motivational, and interpersonal skills applicable to an outdoor setting
• Positive and professional attitude, excellent verbal and written communication skills
• Ability to work creatively and resourcefully to seek solutions to problems as they arise with minimal institutional support
• Ability to manage multiple tasks simultaneously and delegate as necessary
• Professional written and verbal communication skills, and a professional appearance and demeanor
• Excellent physical condition to spend 8-10 hours per day hiking and performing physical labor at high altitude (10,000-14,000+ feet)
• Experienced in backpacking, hiking, and backcountry navigation
• Strong office skills (Microsoft Word, Excel, Powerpoint, etc), computer use, and willingness to work in a professional office environment
• Attention to detail

WORK SCHEDULE AND POSITION STRUCTURE

During the “off-season” (October through May), the position is office-based with occasional evenings and weekends required as needed for meetings, events, fundraising/reporting deadlines, etc. The typical work schedule will be 40 hours/week.

In the field season (June-September), the work schedule will be vary as needed to make field visits to crews, including weekends, early mornings, and evenings as necessary. Significant travel from Golden, CO is required to reach project sites, and occasionally with a personal vehicle (mileage reimbursement applicable). The position is expected to be 40% field-based, and 60% office-based. During off-days in the field season, the FPC must be available via cell phone to be a point of contact in case of a field emergency. This is a salaried full-time exempt position.

The Field Project Coordinator will camp during all field hitches, usually in the backcountry (backpacking).

APPLICANTS MUST HAVE:

• Valid driver’s license and clean driving record
• Certification in: Wilderness First Aid or Wilderness First Responder AND CPR, or have obtained these by the first date of employment
• A personal vehicle of sufficient reliability to make field visits
• Adequate personal outdoor camping/backpacking equipment for a week-long outing

SALARY AND BENEFITS

Salary ranges from $38,000 to $47,000 per year depending on experience. Benefits include a per diem for field day meals, health/dental insurance, paid vacation time, paid sick/health leave, voluntary
retirement plan with company match, and discounts on outdoor gear and equipment. Business travel with a personal vehicle is reimbursed at the federal rate.

**HOW TO APPLY**

Positions available until filled. Preference will be given to applications received by **Mon, Jan 2, 2012**. After this time, we will accept additional applications but will be moving forward with the applications that we have in-hand. To apply, you will need to submit the following: 1) cover letter, 2) your resume, and 3) supplemental online questionnaire as follows:

- E-mail a Cover Letter and Resume to [greg@14ers.org](mailto:greg@14ers.org). PLEASE NOTE: These materials must be in MS Word or PDF format only and must be e-mailed in; no hard copies in the mail.
- Fill out and submit the online Field Projects Coordinator Position Questionnaire. The link to this can be found at [www.14ers.org/who-we-are/our-team/employment-opportunities/](http://www.14ers.org/who-we-are/our-team/employment-opportunities/)

If you have trouble with submitting your materials in PDF or MS Word/electronic format, or with the online questionnaire, contact [greg@14ers.org](mailto:greg@14ers.org).

Finalists will be required to complete a medical history, physician’s release form, and a driving background check. Proof of vehicle insurance is required for all hires.

All questions pertaining to this position can be directed to [greg@14ers.org](mailto:greg@14ers.org). (Please, no phone inquiries at this time).

*The Colorado Fourteeners Initiative is an equal opportunity employer.*

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